

## IN HOME SUPPORTS STANDARDS

### ☐ **Definition**

Care, supervision, teaching and/or assistance provided directly to or in support of the participant and provided in the participant's home, family home, and/or the home of others. Community activities that originate from the home will be provided and billed as In Home Supports. These services are necessary to enable the person to live in the community by enhancing, maintaining, improving or decelerating the rate of regression of skills necessary to continue to live in the community. Home support services are intended to supplement, not replace, service provided by the individual's family and/or support network.

### ☐ **Goal**

. To prevent and/or delay institutionalization.

### ☐ **Eligibility Requirements**

All participants must:

- have mental retardation or related disabilities
- be authorized to receive In-Home supports by their service coordinator

### ☐ **Prohibitions**

The In Home Supports provider may **NOT** provide skilled care.

The service of In Home Supports may **NOT** be provided in conjunction with Personal Care, Adult Attendant Care and/or Respite Care services. The participant may **NOT** be an in-patient of a hospital, nursing facility or ICF/MR

A participant **cannot** receive:

- In Home Supports and Personal Care
- In Home Supports and Adult Attendant Care
- In Home Supports and Respite Care
- In Home Supports and in-patient hospital services
- In Home Supports in a nursing facility
- In Home Supports in an ICF/MR

### **General**

Transportation will be provided between the home and community activities locations as a component part of this service. The cost of this transportation is included in the rate paid to providers of this service.

This service is participant directed.

This service may be provided by an agency or individual selected by the participant.

This service may be provided by a relative/legal guardian.

□ **Standards**

1.0	The participant/responsible person must complete prescreening for self- directed In home Supports.	
2.0	When the participant/responsible person elects to hire an individual rather than an agency, he/she must comply with requirements as the Employer of Record.	IRS Form SS-4 IRS Form 8821 IRS Form 2678 Copy of Federal ID Number When Assigned Participant Information Sheet Copy of Waiver Budget Authorizing Services
3.0	In Home Supports provider and participant/responsible person must sign an agreement outlining responsibilities and expectations of the service to be provided.	
4.0	In Home Supports provider and participant/responsible person must sign a statement outlining the liabilities involved in the employer/employee relationship.	
5.0	When the participant/responsible person elects to hire an agency, the agency must be a licensed Medicaid provider.	
6.0	In Home Supports provider must be at least 18 years of age	
7.0	In Home Supports Provider must have the ability to read, write and communicate verbally with the participant/responsible party.	
8.0	In Home Supports provider must be capable of aiding in the skills necessary for community living.	
9.0	The In Home Supports provider will have no record of abuse, neglect, crimes committed against other people or felonious convictions of any kind.	SLED check Sex Offender List Check FBI checks when service recipient is a child. (17 or below)
10.0	The In Home Supports provider will have a valid Driver's License when driving is required as part of the job.	Driver's license check prior to transporting Service recipient.
11.0	The In Home supports provider will be free from communicable and contagious diseases.	Must comply with DDSN policy 603-06-DD Screening Requirements for Tuberculosis

12.0	<p>The In Home Supports provider must be trained:</p> <ul style="list-style-type: none"> <li>A. To ensure that they can properly implement the supports as directed by the person/responsible party</li> <li>B. To correctly perform required documentation</li> </ul>	
13.0	<p>The In Home Supports provider must demonstrate competency by successful completion of exams designed to measure knowledge in the areas of:</p> <ul style="list-style-type: none"> <li>1. Confidentiality</li> <li>2. Supervision</li> <li>3. Prevention of abuse &amp; neglect</li> <li>4. First aid</li> </ul>	
14.0	<p>The In Home Supports provider must be deemed by the person/ responsible party competent without testing or successfully complete exams designed to measure knowledge in the areas of:</p> <ul style="list-style-type: none"> <li>1. Fire Safety/disaster preparedness</li> <li>2. Understanding disabilities related specifically to the person receiving the service</li> <li>3. Signs and symptoms of illness and seizure disorders</li> </ul>	
15.0	<p>The In Home Supports provider must demonstrate competency in any special techniques/procedures/equipment required to adequately provide services for the person prior to assuming responsibility.</p>	
16.0	<p>The In Home Supports provider must be oriented to the habits, preferences, and interests of the participant.</p>	
17.0	<p>The In Home Supports provider will document hours worked and the nature of the tasks performed.</p>	<p>The participant/responsible person will verify the documentation.</p>